

Job Aid: Submit Job Seeker

The purpose of this job aid is to help a Supplier submit a Job Seeker for a position needed by TVA.

Tasks

- a. Locate Job Posting from Main Navigation Page
- b. Search and/or Filter for applicable Job Posting
- c. Submit Job Seeker by enter required Details

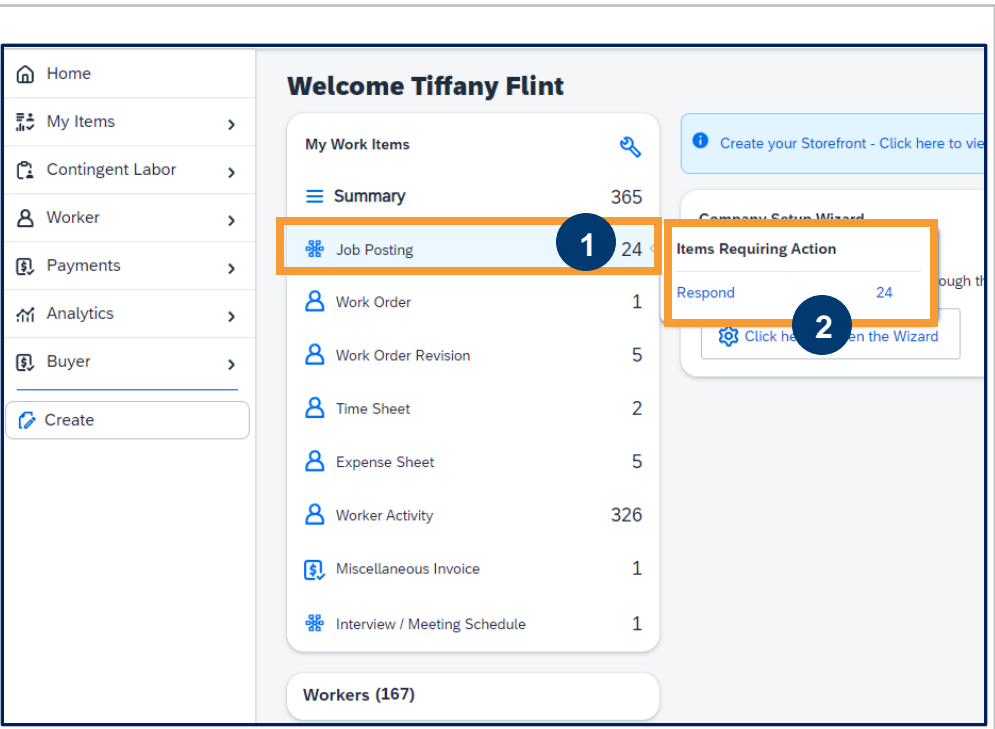
Key Terms

Job Posting: A request for a contingent worker, sent to Suppliers by TVA

Job Seeker: A candidate submitted to TVA by a Supplier in response to a Job Posting

1 Select **Job Posting** from the My Work Items section on the home page. New Job Postings will be displayed and accessed from that tab.

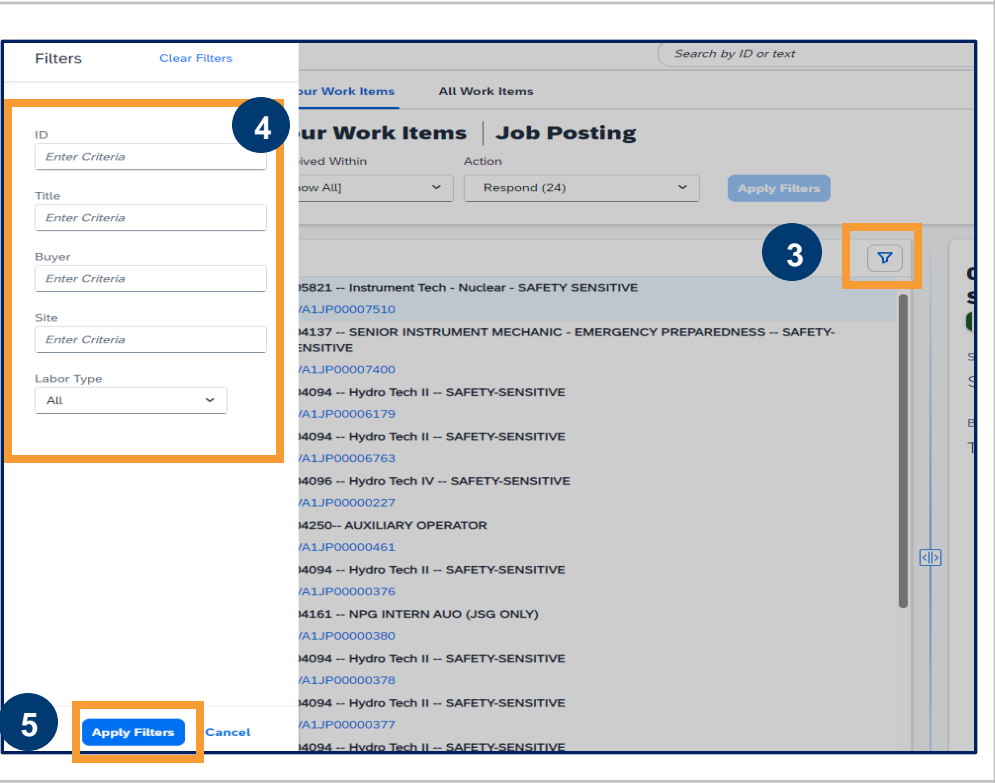
2 Click **Respond** from the Items Requiring Action pop up.



3 When the page refreshes with Job Postings, select the **Filter** icon.

4 When the **Filter** pop up displays, select desired Filter option.

5 Click Apply Filters.



6 After selecting desired Job Posting, click **Submit Job Seeker** or **Decline**.

- If a Job Posting is **Declined**, select the Reason from the drop-down list, add a comment and click **Decline**.
- A supplier would Decline if they are unable to support the Job Posting. Reasons include No Job Seekers available, rates too low, or other.

6a If you are submitting a **Named Job Posting**, the posting will display who the posting is created for. In this Example, the Posting is created for Training Training.

7 Enter details specific to Job Seeker you are submitting*:

- Legal First & Last Name
- Worker Country of Origin
- Security ID in the following format using the Job Seeker's Date of Birth:
 - MM+DD+Last4SSN+First 3 letters of First Name
 - **Ex: 01011234STE**

Notes:
*Before entering Job Seeker details, select the **Existing Workforce** button at the top of the screen to determine if the individual has been previously submitted before creating a Job Seeker.

8 Enter details specific to Job Seeker you are submitting:

- Select available Start date
- Was the Worker submitted to other Job Postings?
- Worker Pay Type?
- Display candidate's Workforce record to the Buyer?
 - This is defaulted to No, but if Yes is selected a TVA Manager would have the option to see the workforce record even if the worker was never hired into a role with TVA. A Named Job Posting could then be created for the worker if needed.
- Attach Resume
- Add Optional Comments
- Has the Candidate been processed through WCSS?
- Is the Worker a subcontractor?
- Resource Classification

The screenshot shows a form with the following fields and options:

- Available Date***: YYYY-MM-DD (calendar icon)
- Requested Date**: 2024-01-01
- Submitted to other Job Postings?***: Radio buttons for Yes and No (No is selected).
- Worker Pay Type***: Dropdown menu.
- Display candidate's Workforce record to the Buyer?***: Radio buttons for Yes and No (No is selected).
- Resume / CV***: Attach button.
- Comments (optional)**: Text area with a "Remaining: 2000" character count.
- Has the candidate been processed through WCSS?***: Dropdown menu.
- Is the worker a subcontractor?***: Dropdown menu.
- Resource Classification***: Dropdown menu.

9 Attach any required attachments. Attachments could include resume, work portfolio, or work examples.

10 Click **Continue**.

11 If you receive "**Warning: Potential Matches Found**", this indicates this candidate could already be in the portal. Scroll up to the top of this page and select **Existing Workforce** to search for this candidate and submit to a Job Posting. If not click **Continue**.

The screenshot shows the "Attachments" section with the text "No Attachments Defined" and a "+ Add Attachments" link. A "Continue" button is highlighted in the bottom right corner.

The screenshot shows a warning message box with the text "Review the following items." and "Warning: Potential Matches found." A "1 Warning" indicator is shown at the bottom left of the box.

12 Scroll this page to review Rates information.

13 Click **Continue** in the bottom right-hand corner of screen.

14 When the page refreshes, scroll down to review the entered information.

15 Click **Submit** to submit Job Seeker. Click **Complete Later** if not ready to Submit. Click **Cancel** to end the submission.